

# PWC YOKOSUKA VACANCY ANNOUNCEMENT

**Reissue**Required Level of English: ☐ Very Little ☐ Beginner ☐ Intermediate ☒ Advanced ☐ Highly Advanced

<b>1. Announcement No.</b> PWC-500-071-01 (R)		<b>2. Area of Consideration</b> Off-base applicants Current MLC/IHA employees	<b>3. Number Required</b> One (1)
<b>4. Job Title/Job No.</b> Maintenance Coordinator  Job No.: 317      Grade: 5      LAD: 3		<input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Blue Collar Trade	<b>5. Closing Date</b> 15 Nov 01
<b>7. Activity</b> PWC Yokosuka Maintenance Department		<b>8. Work Schedule</b> 40 hr work week <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Irregular Night Shift: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Working Hours: 1 <sup>st</sup> day: 0800-1645      2 <sup>nd</sup> day: 1630-2400 3 <sup>rd</sup> day: 0000-0830      4 <sup>th</sup> day: Off	
<b>9. Duties</b>  Performs emergency/service (E/S) reception and scheduling services, planning and coordinating emergency, urgency and high priority work with customers and shop supervisors/trouble shooter and (1) identifies if requests can be accepted; (2) made on-the-spot evaluation of work requested; (3) made on-the-spot evaluation of manhours and material required; (4) arranges an inspection of the work of troubles to clarify the nature and extent of troubles reported; (6) prepare and issues E/S authorizations to maintenance shops; (7) provide interpreter services between customers and trouble shooters at work site.			
<b>10. Qualification (Education, License, Experience)/Physical Requirements</b>  a. Prefer to have more than two years specialized and three years general work experience. b. Must have a good knowledge of English required in performing the duties assigned. c. Must have a driver's license. d. Must have practical knowledge and experience in using Windows NT including Microsoft Office Word, Excel, Access and Power Point. e. Less qualified applicant may be accepted at a lower grade.  A handicapped applicant may be accepted, depending upon the degree and kind of disability.			

## APPLICATION PROCEDURE

### THINGS TO SUBMIT

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| <input checked="" type="checkbox"/> Application for Job Opening                                      | <input checked="" type="checkbox"/> Personnel History Statement (USFJ Form 196aEJ) |
| <input checked="" type="checkbox"/> Resume of Professional Work Experience                           | <input type="checkbox"/> Applicant Data  |
| <input checked="" type="checkbox"/> Applicant Data for those who seek White Collar Positions         | <input checked="" type="checkbox"/> Copy of Driver's License                       |
| <input checked="" type="checkbox"/> Self-Addressed Envelope with 90-yen Stamp for Off-Base Applicant |  |
| <input type="checkbox"/> Other:  |  |

### PLACE TO SUBMIT THE ABOVE

Current Employees: Send or bring application package to PWC Management Dept, Personnel Management (Code 132)  
Off-Base Applicants: Turn in application package to HRO Gate Office (Operation Hours: Mon-Fri 1000-1500)  
Point of Contact: Extension 243-7462/7275, Ms. Tegawa/Mr. Tanaka